

LANCASTER COUNTY
YOUTH SERVICES CENTER DIRECTOR

NATURE OF WORK

This is highly responsible professional and administrative work planning, coordinating, supervising and evaluating the overall operation of a secure & non secure detention facility as well as the assessment center, community-based coed facility for juveniles in Lancaster County. This is an unclassified position. This is an unclassified position.

Work involves responsibility for supervising subordinate supervisory and program staff engaged in support, training and client service activities; planning, evaluating and implementing short and long range correctional services for juveniles; preparing and administering the departmental budget and monitoring budgetary expenditures and revenue; and coordinating correctional services for juveniles incorporating elements of the juvenile and adult justice system, human service agencies, and federal, state and local mandates and standards. Supervision is received from the County Board of Commissioners with work being reviewed in the form of reports, conferences and the overall effectiveness of services provided.

EXAMPLES OF WORK PERFORMED

Plan, coordinate, supervise and evaluate the services of a juvenile secure and non secure facility, as well as the assessment center in compliance with established federal, state, and local regulations/standards as applicable to juvenile care facility operations; establish and review policies/programs and make recommendations to the Agency Advisory Committee and County Board of Commissioners as appropriate.

Prepare and present departmental budget to the County Board of Commissioners; approve major purchases and determine per diem charges.

Plan, develop, coordinate and implement juvenile programs emphasizing a progressive approach to the care of youth in a correctional facility.

Oversee building construction, repair and maintenance activities with contracted and internal maintenance personnel; review and approve facility repair and renovation requests; authorize and supervise major equipment purchases and/or replacement.

Participate on governmental or community committees, task forces and groups involved in corrections/human service issues.

Maintain liaison with federal, state and local agencies and other County departments regarding juvenile corrections programs and operations.

Communicate and provide information concerning the facility's operations and services through correspondence, public appearances, community facility tours and media contacts.

Direct and supervise professional, administrative and clerical staff, student interns and volunteers; design organizational structures and processes in order to achieve facility goals and budgetary objectives.

Coordinate and direct the Safety and Security of the facility through the development of effective policies and procedures.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of juvenile correctional/detention management practices including legal rights, care, custody, health, security, welfare and program services for youth.

Thorough knowledge of adult and juvenile justice systems including federal, state and local statutes and standards relating to juvenile correctional/detention facilities.

Considerable knowledge of human service agencies/programs and correctional or detention agencies/programs related to adolescents and their families.

Considerable knowledge of the sociological, behavioral and cultural factors influencing the behavior and attitudes of adolescents.

Knowledge of personnel administration.

Ability to work with state and local law enforcement officials and human service agencies as they relate to the operation of a correctional facility for juveniles.

Ability to plan, organize and supervise the work of subordinate staff, student interns and volunteers.

Ability to establish and maintain effective working relationships with governmental officials, law enforcement officials, subordinate staff, juveniles and their families, and the general public.

Ability to interpret federal, state and local laws and standards pertaining to juvenile correctional/detention facilities.

Ability to make professional and administrative decisions within the framework of County rules and policies.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in a social or behavioral science, public administration, criminal justice or related field supplemented by a Master's Degree in business or public administration or related field and progressively responsible experience administering a community based minimum and maximum security correctional facility for juveniles.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in a social or behavioral science, public administration, criminal justice or related field plus experience administering programs within a minimum or maximum security correctional facility; with preference for a Juvenile facility; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: _____
County Board Chair

Personnel Director

12/2005